
Account Management System (AMS)

Version 2.01.04.0

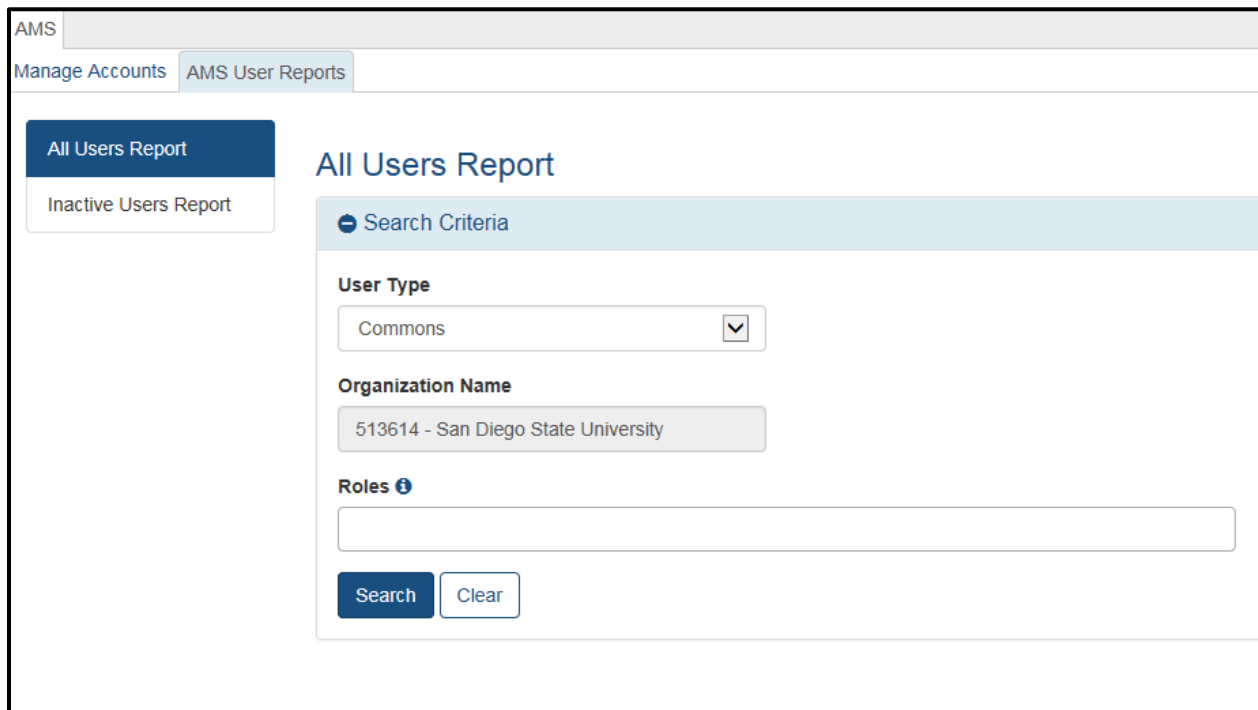
Release Notes

New Features

AMS User Reports Now Available

There is the ability in AMS to run reports. There is a new tab in AMS labeled **AMS User Reports**. When the **AMS User Reports** tab is clicked, the *All Users Report* default screen displays. The following reports can be run:

- **All Users Report**
- **Inactive Users Report**



The screenshot displays the AMS User Reports interface. At the top, there are two tabs: 'Manage Accounts' and 'AMS User Reports'. The 'AMS User Reports' tab is active. Below the tabs, there are two buttons: 'All Users Report' (highlighted in blue) and 'Inactive Users Report'. The main content area is titled 'All Users Report'. It features a 'Search Criteria' section with a minus icon and the following fields: 'User Type' (a dropdown menu showing 'Commons'), 'Organization Name' (a text input field containing '513614 - San Diego State University'), and 'Roles' (a text input field with an information icon). At the bottom of the search criteria section are 'Search' and 'Clear' buttons.

Figure 1: All User Reports Screen

AMS
Manage Accounts AMS User Reports

All Users Report
Inactive Users Report

All Users Report

Search Criteria

Search Results

Filter:

Showing 1 - 10 of total 312

Show 10 per page « 1 2 3 4 5 ... 32 »

Show / Hide columns Export

User ID	Name	Primary Org	Account Creation Date	Roles & Affiliations
HOPEB	Hope, Bob	San Diego State University	2012-12-06	TRAINEE - San Diego State University
CROSBYB	Crosby, Bing	San Diego State University	2011-03-07	TRAINEE - San Diego State University

Figure 2: All Users Report Displaying Search Results

AMS
Manage Accounts AMS User Reports

All Users Report
Inactive Users Report

Inactive Users (for 120 days or more)

Search Results

Filter:

Showing 1 - 10 of total 429

Show 10 per page « 1 2 3 4 5 ... 43 »

Show / Hide columns Export

User ID	Name	Primary Org	Account Type	Last Login Date
TEMPLES	Temple, Shirley	San Diego State University	COMMONS	2014-06-04
WINKIEWEE	Winkie, We Willie	San Diego State University	COMMONS	2014-08-04

Figure 3: Inactive Users Report Displaying Search Results

The following can be done with the hit list:

1. The hit list can be filtered by entering some text in the **Filter** field such as a last name.
2. The number of records displayed in the hit list can be adjusted by selecting the appropriate number in the **Show per page** field's drop-down menu list.
3. The hit list can be navigated by clicking the appropriate **Page Number**, the **left double arrows** to return the first page, or the **right double arrows** to go to the end of the list.
4. Columns can be displayed or hidden by clicking the **Show/Hide Columns** button. When the **Show/Hide Columns** button is clicked, a drop-down menu displays the list of columns in the hit list.

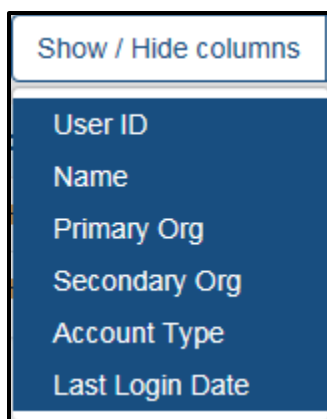


Figure 4: Show/Hide Columns Drop-down Menu

5. The hit list can be exported by clicking the **Export** button. When the **Export** button is clicked, a drop-down menu displays listing the different output options.

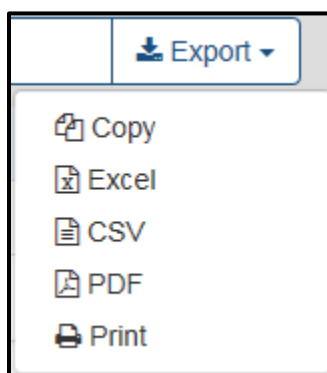


Figure 5: Export Column's Drop-down Menu